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|  | <b>INDIANA DEPARTMENT OF CHILD SERVICES<br/>CHILD WELFARE MANUAL</b>      |                                     |
|   | <b>Chapter 10:</b> Adoption/Permanency                                    | <b>Effective Date:</b> July 1, 2014 |
|   | <b>Tool 10.A:</b> Termination of Parental Rights (TPR)/Adoption Checklist | <b>Version:</b> 3                   |

| <b><i>TPR CHECKLIST</i></b> |   |
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|                             | Talk with resource parent to determine if they are interested in adopting the child(ren).   |
|                             | Staff and screen case for a change of Permanency Plan to Adoption.  |
|                             | Update <a href="#">Case Plan</a> with adoption as the permanency plan.  |
|                             | Check to see if a father is named on the birth certificate.   |
|                             | Request publication for Absent Parent, if applicable (will be done by the DCS Local Office Attorney).   |
|                             | Alert the Department of Child Services (DCS) Local Office Attorney to any discrepancies in spelling of names or different last name for child or parent.  |
|                             | Discuss with the birth parent(s) the possibility of signing <a href="#">Consent to Adoption (SF12582)</a> .   |
|                             | File a petition to Terminate Parental Rights (TPR).   |
|                             | Inform child about TPR and the possible outcomes, if child is age appropriate for such a discussion.  |
|                             | Ensure parent(s) who have decided to voluntarily relinquish rights have signed all relevant paperwork including the <a href="#">Consent to Adoption (SF12582)</a> . Also ensure parent(s) complete and understand the <a href="#">Indiana Adoption Medical History Report</a> and Indiana Adoption History Program. |
|                             | Initiate TPR hearing, if parents do not voluntarily relinquish rights (additional hearings may follow as it is rarely the case that TPR is completed at the initial hearing).   |
|                             | Document TPR ordered.   |
|                             | Set up a final visit between the child and the birth parents, if the child is seeing a therapist attempt to arrange visit so that the therapist can be present.   |
|                             | Set-up a paper adoption case file.  |

| <b><u>ADOPTION CHECKLIST FOR A CHILD NOT IN A PROSPECTIVE ADOPTIVE HOME</u></b>   |   |
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|   | Complete <a href="#">Child Social Summary</a> <b>within 45 days</b> of filing the TPR petition. Gather input from resource parents, relatives, and therapists, or make a referral to SNAP for the child summary to be completed by the contractor.  |
|   | Discuss with the child and gain his or her permission to complete the <a href="#">Child Registration: Indiana Special Needs Adoption Program (SNAP) Picture Book and Website Form (SF11840/CW1440)</a> if the child meets the eligibility criteria in policy <a href="#">10.6 Making a SNAP Referral</a> , and send to SNAP Specialist. Include a copy of <a href="#">Child Social Summary</a> and <a href="#">SNAP Informed Consent for Recruitment (SF54901)</a> , if applicable per child's age. |
|   | Obtain a recent photo of the child or refer to SNAP Specialist to meet and photograph the child.  |
|   | Discuss with the SNAP Specialist the possibility of putting the child on Indiana's photo-listing webpage and Picture Book.  |
|   | Review adoptive home studies that have been submitted for the child, and select families to schedule for interviewing.  |
|   | Coordinate the date and location of the family interview(s) with the Regional SNAP Specialist.  |
|   | Send a letter to the families to be interviewed that includes: <ul style="list-style-type: none"> <li>• Date, time, and place of the interview</li> <li>• Brief explanation of the interview process</li> <li>• Who to expect will be in attendance and interviewing</li> <li>• A list of questions that may be asked</li> <li>• A contact person and phone number for Family Case Manager (FCM)/SNAP Specialist</li> </ul>   |
|   | Interview families and submit the team's recommendation in writing to the DCS Local Office Director (LOD) of the family that best meets the needs of the child.   |
|   | Provide an update to each family that was not selected.   |
|   | Inform selected family <b>within five (5) days</b> after the decision is made, and make arrangements for pre-placement visits for the child and family prior to child being placed in the home for ease of transition and to lessen the trauma to the child.  |
|   | Ask the prospective adoptive parent to file an adoption petition to adopt the child after the child has been placed in the home for six (6) months.   |
| (Child is now in a prospective adoptive home)<br>Follow steps (below) in the checklist for 'A Child <b><u>ALREADY IN A PROSPECTIVE ADOPTIVE HOME</u></b> '. |   |

**ADOPTION CHECKLIST FOR A CHILD ALREADY IN A PROSPECTIVE ADOPTIVE HOME**

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|  | Complete <a href="#">Child Social Summary</a> within <b>45 days</b> of filing the TPR petition. Gather input from resource parents, relatives, and therapists, or make a referral to SNAP for the child summary to be completed by the contractor.  |
|  | Send a copy of the termination orders and/or <a href="#">Consent to Adoption (SF12582)</a> to the attorney of the prospective adoptive family. Include any information known regarding the child's eligibility for the Indiana Adoption Assistance Program. (Do not send internal eligibility forms to the attorney).<br>( <b>Note:</b> DCS will not sign the <a href="#">Consent to Adoption (SF12582)</a> until the period of appeal for the TPR has passed, or any final appellate opinion related to the TPR has been certified and the period for appeal has passed on any issues remanded to the juvenile court, and the negotiations for Adoption Subsidy have been negotiated and finalized.) |
|  | Complete Child Abuse and/or Neglect checks for all household members, Sex Offender Registry (SOR) checks for household members 14 years and over and criminal history checks and FBI fingerprint checks for all household members 18 years and over, if not completed within the past 12 months.  |
|  | Schedule time for prospective adoptive family to review the <a href="#">Child Social Summary</a> , the child's case file and the <a href="#">Explanation of Indiana Adoption Program (AAP &amp; SAS) and Background Information</a> form with family and have them sign.  |
|  | Request a copy of the filed adoption petition from the attorney of the prospective adoptive parent.   |
|  | Have prospective adoptive parents complete the <a href="#">Indiana Adoption Program Application</a> within <b>30 days</b> of filing the Adoption Petition. FCM will send the Application to Centralized Eligibility Unit (CEU), along with copies of the background checks, <a href="#">Consent to Adoption (SF12582)</a> , verification that the child cannot or should not be returned to the home of either parent (i.e., parent's death certificate, no father identified via the Putative Fathers Registry or TPR petition or order) signed <a href="#">Explanation of Indiana Adoption Program (AAP &amp; SAS) and Background Information</a> , and any other supporting documentation.         |
|  | Complete the Pre-Adoption Plan in the Management Gateway for Indiana's Kids (MaGIK) located in the Case under Plans and Tools.  |
|  | Receive the <a href="#">Final Adoption Program Eligibility Determination</a> , proposed IV-E <a href="#">Adoption Assistance Agreement</a> or <a href="#">State Adoption Subsidy Agreement</a> , <a href="#">Payment Request Information form (PRI)</a> , and <a href="#">Request for Administrative Review</a> , if appropriate, from CEU.   |
|  | Send, via regular mail, <a href="#">Final Adoption Program Eligibility Determination</a> , proposed agreement, <a href="#">PRI form</a> and the <a href="#">Request for Administrative Review</a> (if applicable) to the prospective adoptive parents or their attorney, <b>no later than two (2) days</b> after receipt from CEU.  |
|  | Schedule an appointment with prospective adoptive parents and their attorney to deliver and explain the PRI, Administrative Review Form, <a href="#">Adoption Assistance Program (AAP) Agreement</a> or the <a href="#">State Adoption Subsidy (SAS) Agreement</a> within <b>15 calendar days</b> after receipt of the <a href="#">Final Adoption Program Eligibility Determination</a> for an eligible child. The agreement must be signed <u>before the Decree of Adoption is entered</u> . FCM places original agreement in child's local adoption file.   |
|  | Prepare a <a href="#">Resource Family Preparation Assessment Summary</a> and obtain required signatures of the FCM Supervisor and DCS LOD. Submit <a href="#">Resource Family Preparation Assessment Summary</a> , <a href="#">Indiana Adoption Medical History Report</a> , and DCS <a href="#">Consent to Adoption (SF12582)</a> for all children being adopted <b>within 60 days</b> of the adoption petition date. Children age 14 and over must consent to adoption by completing the <a href="#">Consent to Adoption (SF12582)</a> .  |

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|  | Attend final adoption hearing with camera to memorialize event.  |
|  | Provide the DCS Local Office Attorney with the Decree of Adoption after receipt from the Adoptive parent(s).   |
|  | <p>Complete the following upon receipt of Final Decree of Adoption:</p> <ul style="list-style-type: none"> <li>• Upload the Final Decree of Adoption into the adoption finalization hearing in MaGIK.</li> <li>• Request from the court release of wardship and close the Foster Care Case</li> <li>• Email CEU at <a href="mailto:Centralized.Eligibility@dc.IN.gov">Centralized.Eligibility@dc.IN.gov</a> to alert them that the documents have been uploaded to MaGIK. CEU will validate receipt of Decree and Agreement, update KIDTRAKS to place child in payment status (AAP), place the child on the Adoption Subsidy Waiting List if funding is not available (SAS), send an email to Medicaid Eligibility Unit (MEU) when the finalization process is completed to update the child's Medicaid status, and place a copy of the Decree and Agreement in the child's adoption eligibility file.</li> <li>• Email the DCS Regional Foster Care Specialist (RFCS) or the Licensed Child Placing Agency licensing worker to notify him or her of the Final Decree of Adoption to ensure the license is revised.</li> <li>• Place a copy of the Final Decree of Adoption in the child's adoption file.</li> </ul> |